



STEVEN M. FULOP
MAYOR OF JERSEY CITY

CITY OF JERSEY CITY DEPARTMENT OF HUMAN RESOURCES

CITY HALL | 280 GROVE STREET | JERSEY CITY, NJ 07302
P: 201 547 5217 | F: 201 547 5022



JOANNE ROSA
DIRECTOR

Executive Assistant

Department: Varied City Departments

Exempt/Non-Exempt: Exempt

Union/Management: Management

Full-Time/Part-Time/Seasonal: Full time

Workweek: Monday – Friday, 9:00 am – 5:00 pm

Salary: \$50,000 - \$65,000, based on qualifications and experience. Competitive Jersey City retirement and health benefits package available, including pension, dental, medical, prescription, FSA (flexible spending account), life insurance and more.

Summary

The City is seeking a senior clerical professional who acts as a staff and personal representative responsible for assisting in the execution of department functions through implementation of policy and development, management, and control of plans, programs, and operations by employing accepted techniques of management; does other related duties as required.

Job Duties:

- Confers with management personnel on budgetary needs and allowances.
- Attends meetings to take minutes and follows up with parties on assigned duties.
- Ensures that project target dates and/or deadlines are met by personnel in the department.
- Develops and implements measures to ensure that directives are properly carried out by the appropriate organizational unit, and directs assignment and management of such measures.
- Serves as liaison with other departments and agencies to alleviate management and administrative problems, and fulfills organizational needs and requirements.
- Interviews visitors concerned with department projects, explains position of the department, and advises the director on matters requiring personal attention.
- Provides assignment, instruction, and supervision to other staff members.
- Drafts correspondences to be sent to both internal and external parties.
- Prepares and directs the preparation of clear, sound, accurate, and informative reports containing findings, statistical information, analyses, conclusions, and recommendations.
- Supervises the maintenance of essential records and files.

**Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.*

The City of Jersey City is an Affirmative Action/Equal Employment Opportunity Employer and complies with all applicable federal and state laws, rules and regulations relating to anti-discrimination and anti-harassment.



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Required Educational Background: Graduation from an accredited college or university with a Bachelor's degree.

Required Experience: Three (3) years of experience in program management with responsibility for planning, organizing, coordinating, staffing, reporting, and budgeting or in assisting an executive with program development and implementation.

Essential Skills:

- Ability to plan, initiate, and execute programs within the department.
- Effectively establishes procedures and apply them to specific problems or tasks.
- Works harmoniously with associates, subordinates, other divisions and/or departments, and with the public.
- Ability to use basic information to develop standards to be applied to administrative practices, procedures, and budget.
- Ability to assign, instruct, and supervise staff.
- Ability to plan, carry out, and supervise assigned investigations, surveys, studies, and research activities and report thereon.
- Ability to prepare clear, sound, accurate, and informative reports containing findings, conclusions, and recommendations.
- Ability to supervise the maintenance of essential records and files.

Full Civil Service job description available here: <http://info.csc.state.nj.us/jobspec/04586.htm>. You must eventually pass and qualify for this Civil Service title.

To apply for this job with the City of Jersey City, please fill out our [Employment Application](#).

Please note that this role is subject to the residency requirements set forth by [NJ First Act](#).

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